



City of Douglas Employment Opportunity

425 Tenth Street Douglas, AZ 85607
(520) 805-5507 Fax (520) 364-1585

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

THE CITY OF DOUGLAS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, VETERAN STATUS OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

ANNOUNCEMENT #: 02-06
ISSUE DATE: January 1, 2006
CLOSING DATE: OPEN CONTINUOUS
TITLE: **DISPATCHER**
SALARY: 15 /\$27,550- \$35,162

INCLUDES 3.25% SHIFT DIFFERENTIAL

EXAMPLE OF DUTIES: Operates communications equipment; receives/transmits telephone messages and emergency calls including radio frequencies; determines appropriate message relays, assistance and/or responses; maintains log of radio transmissions and calls; maintains awareness concerning locations of dispatched personnel and nature of calls; maintains files; receives and files reports; provides reports to authorized persons; performs various clerical tasks; receives and processes counter complaints and inquires from the public; performs other related duties as required.

MINIMUM QUALIFICATIONS: High School Diploma or G.E.D.; three years of general clerical experience which include a high degree of public contact. Bilingual (English/Spanish) preferred.

SPECIAL REQUIREMENTS: Terminal operator certification will be required prior to successfully completing an initial six month probationary period. Residency within a five mile radius of the City of Douglas in the United States within three months after the completion of probation.

WORKING CONDITIONS: Must adhere to strict scheduling policy; must work rotating shifts (day, evening, graveyard).

HOW TO APPLY: Submit a City of Douglas application form to: City of Douglas Human Resources Department, 425 10th Street, Douglas, AZ. 85607.

EVALUATION METHOD: Applications will be initially screened for minimum qualifications by the Human Resources Director according to training and experience. Selected candidates will be invited to participate in an evaluation process.